



# MISSOURI DEPARTMENT OF MENTAL HEALTH

DORN SCHUFFMAN, DEPARTMENT DIRECTOR



DEPARTMENT  
OPERATING  
REGULATION  
NUMBER

DOR  
6.180

CHAPTER Human Resources	SUBCHAPTER Personnel Administration	EFFECTIVE DATE 01/15/03	NUMBER OF PAGES 2	PAGE NUMBER 1 of 2
SUBJECT Holiday Credit		AUTHORITY Section 630.050 RSMo 1 CSR 20-5.010	HISTORY See Below	
PERSON RESPONSIBLE Deputy Director, Human Resources			SUNSET DATE 7/1/06	

**PURPOSE:** Prescribes department policy for implementing merit rules on holiday credit.

**APPLICATION:** Applies to the entire department.

(1) As used in this DOR, unless the context clearly requires otherwise, the following terms mean:

(A) "Appointing authority," department director for employees not assigned to divisions or facilities, division director for division employees not supervised by department director or facility heads, the head of a facility for facility employees; or any of their designees.

(B) "Full time employees," are scheduled to be in pay status the maximum number of work hours in a pay period on a reoccurring basis.

(C) "Part time employees," are scheduled to be in pay status less than the maximum number of work hours in a pay period on a reoccurring basis.

(D) "Holiday," a period of eight (8) hours designated by the Governor or the President of the United States as a paid holiday.

(2) It is the responsibility of the appointing authority to appropriately staff the facility.

(A) An employee shall be granted equal compensation in time off as staffing permits, or at the discretion of the appointing authority, straight-time cash compensation when required to work on a holiday in compliance with 1 CSR 20-5.010 of the Merit System Rules.

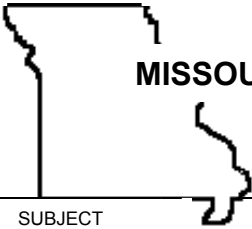
(B) If an employee is scheduled to work on a holiday and calls in sick, the employee shall be charged with a holiday taken (HC). The time shall not be considered as an occasion of sick leave unless the employee has a pattern of attendance problems which are documented in the personnel file.

(3) "Full time employees"

(A) scheduled to take holidays as they occur shall receive full holiday credit provided they are in pay status the day before or after the holiday regardless of the number of total hours in pay status in the month;

(B) not scheduled to take holidays as they occur shall be credited with eight (8) hours holiday credit, per holiday.

(C) shall not receive credit for a holiday which occurs after they have ceased active duty preliminary to separation from service.



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(4) "Part time employees"

(A) shall receive holiday credit at the end of each pay period after the number of hours in pay status has been determined in compliance with the Merit System Rules;

(B) Holiday time is counted in the pay period pay status calculations.

(5) Employees shall complete the DMH Form 13A when recording time worked on holidays with the code.

(A) All requests to take or earn holiday compensatory leave shall be submitted to and approved by the supervisor prior to its occurrence.

(6) Each year the Office of Human Resources will analyze data to determine Holiday Compensatory Time and its accrual rates for the various facilities. OHR staff will also assess the liability of the holiday compensatory time for each facility by March of each year to allow facilities the opportunity to assess their ability to pay accruals at the current pay rate before the end of the fiscal year. This analysis will also be attached to other compensatory liability reports so facilities and divisions can better manage their staff and assess staffing needs and personal services expenditures.

(7) Failure to comply or assure compliance with the provisions of the Department Operating Regulation may be cause for disciplinary action up to and including dismissal.

*History: Original DOR effective April 1, 1986. Amendment effective February 2, 1992. Amendment effective July 1, 1996. Amendment effective July 1, 2002. Amendment effective January 15, 2003.*